Obtaining a Common Access Card (CAC)

Procedures for obtaining a CAC

(Common Access Card)
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> ## *POC (Trusted Agent- TSS Contract)*
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Procedures

1) **Task Order PM provides list of employees requiring CACs to the OS-COR and the "CONTRACTOR" Security Manager.**

2) **The On-Site COR reviews the list and forwards the list to the TSS Contract Government Trusted Agent (GTA) (Rachel Washington)**

3) **The "CONTRACTOR" Security Manager completes the Personnel Security Investigative Portal (PSIP) form for each employee and emails the form to the Government Trusted Agent (GTA) (Rachel Washington)**

4) **Government Trusted Agent reviews both lists to ensure they match then submits the information from the PSIP into the Contractor Verification System (CVS) and generates an application (Rachel Washington)**

Procedures *(continued)*

5) Trusted Agent provides the "CONTRACTOR" Security Manager with the applicant's ID and password (Rachel Washington)

6) Applicant contacts the "CONTRACTOR" Security Manager for ID and password and logs in CVS to verify his/her information (Employee)

7) Trusted Agent approves the information in the Contractor Verification System (CVS) and the applicant can then proceed to the nearest RAPIDS ID Issuance facility to obtain a CAC. (Rachel Washington and Employee)